

2021 / 22 TRAINING CALENDAR (Face to Face)



2021/22 Trainings

Management Development Trainings	Dates	Duration	Price (N\$)
Executive Development Programme	09 - 13 Aug (Module 1) 06 - 10 Sep (Module 2) 04 - 08 Oct (Module 3) 08 - 12 Nov (module 4)	4 modules / 5 days per module (20 days)	25 300.0
Senior Management Development Programme	12 - 16 July Module 1 09- 13 Aug Module 2 13 - 17 Sep Module 3 11 - 15 Oct Module 4	4 modules/ 5 days per module (20 days)	21 000
Middle Management Development Programme	28 Jun - 02 July Module 1 02 - 06 Aug Module 2 20 - 24 Sep Module 3 04 - 08 Oct Module 4	4 modules/ 5 days per module (20 days)	21 000
Supervisory Development programme	6 - 10 Sep	5 days	5 900
Foundation Programme	21 - 25 Jun	5 days	5 900

Office Administration Trainings	Dates	Duration	Price (N\$)
Business Writing Skills	02 - 06 Aug/ 4 - 08 Oct	5 days	5 900
Secretarial Skills	12-16 Apr/ 12 - 16 Jul/ 13-17 Nov	5 days	5 900
Time Management and Productivity	/ 17-21 May/ 20-24 Sep /7-11 Feb 22	5 days	5 900

Leadership and Management Trainings	Dates	Duration	Price (N\$)
Leadership & Change Management	6 - 10 Sept	5 days	5 900
Strategic Management	15 - 19 Mar / 15 - 19 Nov	5 days	5 900
Emotional Intelligence	/ 14-18 Jun, 09-13 Aug / 29 Jan - 4 Feb 22	5 days	5 900
Corporate Governance Programme	on request	5 days	5 900
Board Induction Programme	on request	2 days	7 200

Human Resources Trainings	Dates	Duration	Price (N\$)
Performance Management	/ 12-16 Jul/ 25-29 Oct /14 - 18 Feb	5 days	5 900
Disciplinary procedure	/ 21-25 June / 22-25 Nov / 29 Feb -4 Mar 222	5 days	5 900
Talent management	/ 17-19 May / 02-04 Nov / 21-23 Feb	3 days	3 900

Health and Safety Management Trainings	Dates	Duration	Price (N\$)
Occupational Health and Safety Management	21 - 25 June / 11 - 15 Oct / 14 - 18 Mar	5 days	5 900
Cleaning and House Keeping	19 - 23 Apr / 16 - 20 Aug / 14 - 18 Feb 22	5 days	5 900

Finance and Accounting Trainings	Dates	Duration	Price (N\$)
Financial Report Analysing	10-11 Jun/ 23-24 Sep / 28-29 Mar 22	2 days	2 900
Finance for Non - Financial Managers	26 - 28 May / 03 - 05 Aug / 29-30 Mar 22	3 days	3 900
Enterprise Risk Management	on request	3 days	3 900

Project Management Trainings	Dates	Duration	Price (N\$)
Monitoring and Evaluation	21-25 Jun / 08-12 Nov	5 days	5 900
Project Management	21 - 25 Jun/ 22 - 26 Nov	5 days	5 900
Business Process Reengineering	19-23 Apr/ 05-09 Jul/ 04-08 Oct	5 days	5 900

Client Relations Trainings	Dates	Duration	Price (N\$)
Communications Skills	/ 12-16 Apr/ 02-06 Aug / 29 Feb -04 Mar 22	5 days	5 900
Customer Care	17-21 May / 13 - 17 Sept / 08 -12 Nov	3 days	3 900
Presentation Skills	14-18 Jun / 27 Sep - 1 Oct	5 days	5 900

Diplomacy Trainings	Dates	Duration	Price (N\$)
Protocol & Etiquette	19-23 Apr / 05 - 09 Jul / 04 - 08 Oct	5 days	5 900

Information Technology Trainings	Dates	Duration	Price (N\$)
Microsoft Excel Basic Microsoft Excel Intermediate Microsoft Excel Advanced	On Request	5 days	6 500.00
Microsoft PowerPoint Basic Microsoft PowerPoint Advanced	On Request	2 days	2 900.00

For enquiries call **(061) 296 4700** or email **info@nipam.na**

Short courses can also be delivered in-house for your organisation at your premises or ours, on your preferred dates.

Email **kipinge@nipam.na**

For more information
and an online application form,
please visit **www.nipam.na**

Prices correct as at April 2020. Prices and dates may change.
Subject to terms and conditions

